



TRANSFER OPPORTUNITY FOR CURRENT STATE EMPLOYEES

WORKERS' COMPENSATION ASSISTANT

MEDICAL UNIT

DEPARTMENT OF INDUSTRIAL RELATIONS

DIVISION OF WORKERS' COMPENSATION

SAN FRANCISCO

Position: Workers' Compensation Assistant

Salary: Range A: \$2632 - 3201
Range B: \$2850 - 3465
Range C: \$3418 - 4155

Location: Oakland

Duties: Assists the professional staff in providing assistance to injured workers and their representatives with information on all medical matters concerning workers' compensation including jurisdiction, coverage, including statutory telephone inquiries from injured workers, physicians, insurers, attorneys, and other members of the Workers' Compensation community which are referred by office assistants/office technicians who routinely answer the telephones; provides explanation and/or clarification of the Division of Workers' Compensation-Medical Unit (DWC-Med Unit) mandates, regulations, policies, procedures, and practices; analyzes and evaluates information obtained and makes a determination on what needs to be relayed to injured workers and their representatives based on the Labor Code, the provisions of the recent workers' compensation reform legislation, e.g. SB 899, SB 228, and AB 749, the role and objectives of the Medical Unit with respect to QME Panels, and the various appeals to that process. Responds and communicates through written correspondence to less complex inquiries from injured workers, physicians, insurers, attorneys and other members of the Workers' Compensation community; on selective assignments, may have direct contact with injured workers and representatives. Provides interim-level review and guidance to clerical staff on evaluation of problem panel requests; reviews problem QME panel requests which cannot be handled by the Office Technicians/Management Service Technicians; provides guidance to clerical staff on resolving problems, and may resolve the more complex problems arising from panel requests. Participate in special assignments and perform other duties as assigned.

SROA and Surplus Employees will be given first consideration and are encouraged to apply. Current State employees who are eligible for transfer or list appointment to the above class may apply by sending an application to:

Department of Industrial Relations
Division of Workers' Compensation – Medical Unit
P. O. Box 8888
San Francisco, CA 94128
Attention: Teidi Lee Padua
Telephone: (650) 737-2041

Applications accepted until August 15, 2005, or until position filled

Applications will be reviewed and interviews for some or all applicants may be scheduled subsequently.

CALIFORNIA STATE GOVERNMENT - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.